



# PACO Newsflash

The monthly publication of the Paralegal Association of Central Ohio  
P.O. Box 15182, Columbus, OH 43215 | 614/470.2000

November 2007

## PACO Hosts First President's Luncheon

by Kristin Gordon / Editor

Catherine Hawes hopes that she has started a new PACO tradition. On October 25th, members of the PACO Executive Board "wined and dined" (number here) of our sustaining members at a special President's Luncheon.

"I believe that this luncheon, held exclusively for PACO's Sustaining Members, was a great opportunity to say 'thank you' for the unwavering support and dedication that our Sustaining Members give to PACO, as well as the paralegal profession at large," Hawes said. "I hope that it becomes an annual tradition for each future president of our organization."

The luncheon took place at the Columbus Bar Association and featured a delicious catered meal of chicken, green beans and roast potatoes. Each representative in attendance was presented with a Sustaining Member Certificate of Appreciation. Organizations who were unable to send a representative will receive a certificate in the mail.



Trina Hayes presents Decole Harton of IKON with an award at the First President's Luncheon.

## President's Luncheon AWARDS

Catherine Hawes gave out the following "awards" to tempt the sweet tooth of each sustaining member:

### The Twix Award

Boerger Investigative Services, LLC - For always standing ready to dig betwixt and between to get you the evidence you need to crack open your case.

### The Nestles Crunch Award

Clicks Document Management - Who is always prepared to bail you out of a "crunch" at any given time.

### The Heath Award

The Columbus Bar Association - For providing mammoth services to PACO.

### The Three Musketeers Award

NSI - It's all for one and one for all in assisting you to meet whatever your public records search needs might be.

### The Snickers Award

Key Evidence - for sneaking back into the president's good graces (smile).

### The Almond Joy Award

PRI - they have been a joy to work with since coming on board with PACO.

### The Payday Award

Lumen Legal - their main objective at the end of the day is to make sure that paralegals just get "paid."

### The Smarties Award

Robert Half - they have a team of the smartest placement professionals I've ever had the pleasure of working with.

### The Hot Tamale Award

ProFile Imaging - I only call Profile when an attorney has really given me a hot mess!

### The M&M Award

Capital University Law School because Donna Schoebel and Laura Larrimer are a duo that go hand in hand in producing quality paralegals each and every year.

### The Tootsie Roll Award

The Academy of Court Reporting because this program is on a roll, getting bigger and better each year.

### The Reese Cup Award

Anderson Reporting - their reporting services always give you two for the price of one, quality and satisfaction.

### The Hershey Award

IKON Document Management because they're just that good to us.

# PACO

## CALENDAR OF EVENTS

### November 19

#### General Membership Meeting

**Time:** 12:00 p.m. - 1:00 p.m.

**Location:** Columbus Bar Association

**Topic:** The Survival Guide for Working Parents (presented by Action for Children).

Lunch provided. Contact pr@pacoparalegals.org for additional information or questions.

### November 27

#### High Noon at the Bar

**Time:** 12:00 p.m. - 1:00 p.m.

**Location:** Columbus Bar Association

**Topic:** Career Building Workshop: Interviews, Resumes and More...

(presented by Columbus Bar Placement Services). Contact pr@pacoparalegals.org for additional information or questions.

### November 29

#### Key Evidence Mixer

**Time:** 5:30 p.m. - 7:30 p.m.

**Location:** Club 185, 185 E. Livingston

Ave. (free parking across the street at United Methodist Church. Complimentary cocktails and appetizers. Contact Todd Gazvoda at 614/306-5067 or t.gazvoda@key-evidence.com to be included on guest list.

### December 6

#### Inter-Faith Legal Clinic

**Time:** 5:30 p.m. - 8:00 p.m.

**Location:** Broad Street United Methodist Church, 501 E. Broad St. (corner of Broad St. and Washington St.), Columbus; Free parking available at the State Auto parking lot on the Southeast corner of Broad

St. and Washington St. The Inter-Faith Legal Clinic (a pro bono opportunity for paralegals) was established so low-income individuals can meet with an attorney to discuss legal issues. Paralegals can help by checking in clients, answering general questions, or interviewing clients prior to the clients meeting with an attorney. For additional information, contact Barry Kiser at 227-2113 or BKiser@porterwright.com.

### December 6

#### PACO Holiday Social

**Time:** 5:30 p.m. - 7:30 p.m.

**Location:** Lane Alton & Horst, 2

Miranova Place, Suite 500, Columbus, OH 43215. Contact pr@pacoparalegals.org for additional information or questions.

## NFPA 2007 Annual Convention Report

by Trina S. Hayes & Karen M. Pierson



“Soakin’ it up in Tampa Bay” was the theme for the 2007 annual NFPA convention in Tampa this year. PACO Executive Board Members Trina Hayes and Karen Pierson represented our organization as observers. Even though we were not voting delegates, the entire policy meeting was exciting and very interesting – think of the presidential nomination conventions. The room was set up for the two delegates from each Paralegal Association designated by

state, and then there were the observer-designated tables. A detailed report to PACO members about the convention will be published in the Winter edition of *The Citorator*.

The convention was well attended by forty-five credentialed associations, including the newly-formed New York City Paralegal Association. The Navy Legalmen Association did a special “tear-jerking” presentation to Lori Thompson, member of the National Capital Area Paralegal Association, for her work in coordinating with various paralegal associations to send 400 care packages to our men and women serving in the U.S. Navy. A special thank you to Lori and the associations from the Admiral was read by Stephen S. Distefano LNCM (SW/AW), USN Command Master Chief Naval Legal Service Command & Senior Enlisted Advisor to the Judge Advocate General of the Navy.

The Navy Legalmen and Military Outreach Program was started in December 2006 as a partnership between NFPA affiliated-member programs and the Navy Legalmen Association and provides the opportunity for members of the NFPA paralegal community to show support of those paralegals who are away from home in the service of our country. The goal is to provide support and bring comfort along with information and news regarding the civilian paralegal profession to our military counterparts serving overseas. Packages are sent bi-monthly and include a variety of items, including hygiene products, snacks, puzzles, books, games and personal cards and notes.

The 2008 NFPA Annual Convention will be hosted by the Arkansas Paralegal Association.



NFPA convention members smile after an evening of watching Flamenco dancers in Tampa, Florida. In the front row, far right, is PACO's own Karen Pierson. Who says this job isn't fun?!?

## NFPA Benefits Special

by Melinda Small / Second VP

You might already know that your membership with PACO includes a concurrent Membership with the National Federation of Paralegal Associations (NFPA). But did you know that as a member of NFPA, you can take advantage of the following discounts? Check these out and enjoy!

- **Career Opportunities:** Click on "Career Center" at the NFPA home page to search for job opportunities and post your resume for FREE through the Legal Career Center Network at Legalstaff. Employers also may post available jobs which will be accessible to legal professionals, bar associations and others across the country.
- **Car Rental Discounts:** Special rental rates are offered to members at Hertz. Call (800) 654-3131 and provide NFPA's discount identification CDP# 336599. Also, call Alamo at (800) 327-9633 and provide NFPA's discount identification BY 218829. (Please note: a minimum of 24 hours advanced notice is required to receive these discounts.)
- **CLE:** Discounts are provided for various courses offering CLE credits. Look at NFPA's home page and click on "CLE."

(continued on page 4)

## WELCOME

*New PACO Members!*

**PACO welcomes its following new members:**

Candace L. Horton, Paralegal  
*Kennedy Reeve & Knoll*

Debbie A. Sekerak, Paralegal  
*Wiles Boyle Burkholder & Bringardner Co., LPA*

Emilie C. Evilsizor, Paralegal  
*Golian McCaffrey, LLC*

Emily R. Trego, Legal Assistant  
*Century Insurance Group*

Lisa A. Halverson, Paralegal  
*Golian McCaffrey, LLC*

Marcia R. Hoedt, Paralegal  
*JPMorgan Chase & Co.*

Rhonda L. Williams, OSBA Certified Paralegal/Office Manager  
*Barrett Easterday Cunningham & Eselgroth LLP*

Jennifer M. Daniels, Paralegal  
*Golian McCaffrey, LLC*

Diane Clinard Jordan, Assistant  
*Columbus Law Library Association*

Jonathan R. Striker, Client Support Specialist  
*Ernst & Young LLP*

**Congratulations!**

## A quick note from the president...

I would like to extend a sincere "thank you" to the members who responded to my quick survey pertaining to a Riverboat Cruise and/or other possible fall outings. Because I only received responses from only about 20 members, this is not enough interest to seriously pursue such an outing at this time. Perhaps we will try something of this nature during the spring or early summer of 2008. I'll be sure to keep you posted.

Our next function to spotlight will be the holiday social at the brand new offices of Lane, Alton & Horst, which located in the Miranova Building in 2 Miranova Place, Suite 500. This year's event will truly be an affair to remember. Be on the lookout for more details in the Winter edition of The Citorator and please save the date: Thursday, December 6, 2007. I look forward to seeing you there!

### Pro Bono Committee VOLUNTEERS NEEDED

The Pro Bono Committee is gearing up for projects for the holiday season and they are in need of some additional volunteers to lend a hand. There will be a committee meeting on **Wednesday, November 14, 2007 at 6:00 p.m.** at the Columbus Brewing Company ([www.columbusbrewingco.com](http://www.columbusbrewingco.com)).

If you would like more information, please contact committee chairperson Deborah Bradford at [dbradford003@columbus.rr.com](mailto:dbradford003@columbus.rr.com). This is your opportunity to lend your support and give back to the community. Look forward to seeing you there.

## NFPA Benefits Special, continued

- **Corporate Gifts, Flowers, Gift Baskets:** Members can receive a 10% discount off an array of gift products including gourmet gift baskets, desserts, novelties, fine giftware and flowers. For example, 1800Flowers is offering this special benefit at [www.1800flowers.com](http://www.1800flowers.com). Enter code "NFPA" under special offers during checkout or telephone or call 1-800-356-9377 and mention the promotion code "NFPA."
- **Credit Union:** Community America Credit Union is a non-for-profit financial institution owned by its members. Enjoy lower loan rates, high savings yields and a full range of banking services. Telephone (800) 892-7957 to sign up for membership.
- **DHL Delivery Discounts:** NFPA has partnered with DHL to bring NFPA members a full suite of domestic and international shipping services, covering more than 220 countries and territories. Members are eligible for preferred DHL association member pricing. To find out more about your DHL benefits and set up your account, or if you have questions regarding your current account, please contact the 1-800-MEMBERS or log onto: [www.1800members.com/NFPA](http://www.1800members.com/NFPA).
- **Dental:** Members may enroll in Aetna Dental Access, through MDC Benefits Group, one of the largest dental discount networks available. Participants can save 30 to 50 percent on certain dental services. Actual costs and savings vary by geographic area. Simply present your ID card (one card covers your whole family) for immediate savings at the time services are rendered.
- **ExecuTrain Virtual Campus:** Members can purchase online training in computer software, hardware and business skills. Three cost-effective libraries are available to choose from.
- **Hotel Reservations:** Members can receive up to 65% off regular hotel rates in certain cities. Take advantage of this benefit to save money for yourself and your employers. Call (800) 964-6835, or visit [www.hoteldiscount.com](http://www.hoteldiscount.com), and identify yourself as an NFPA member to receive the discount.
- **Insurance Benefits:** Seabury & Smith is offering discounted insurance rates to NFPA members for disability income, group term life, major medical, catastrophic medical, accident, cancer, short-term medical etc. Visit <http://NFP.Healthinsurance.com> or send an E-mail message to [cusv@ahw.com](mailto:cusv@ahw.com) for more details.
- **Internet Connection:** Members can view publications, join list serves, chat groups, conduct research and learn about vendor services.
- **Publications:** Members can order certain publications which provide information on current NFPA activities, at a discounted member rate. Also a subscription to the National Paralegal Reporter is automatically mailed to members bi-monthly. This publication includes articles on career issues and legislative activities.
- **Software:** CaseSoft creates software products for paralegals, legal assistants, and litigators. Download full-featured trial versions at [www.casesoft.com](http://www.casesoft.com). Special pricing offered to NFPA members.

# My PACE Experience

by Karen M. Pierson / Public Relations Director



You may or may not be aware of the opportunity to become a PACE Registered Paralegal (RP). One of the benefits of membership to PACO is that you also are a member of the National Federation of Paralegal Associations, or NFPA. The Paralegal Advanced Competency Exam (PACE) is offered by NFPA to test the competency level of experienced paralegals. PACE is offered to paralegals with a minimum of two years

practical experience and who meet specific educational requirements. PACE is designed for professional paralegals who want to pioneer the expansion of paralegal roles for the future of the profession, not to restrict entry into the profession. PACE has been developed by a professional testing firm, assisted by an independent task force that includes paralegals, lawyers, paralegal educators and content specialists from the general public who are legal advocates. Those who pass PACE and maintain the continuing education requirement may use the designation "PACE - Registered Paralegal" or "RP," which is a registered trademark. To maintain the PACE RP credential, paralegals are required to obtain 12 hours of continuing legal education, including at least one hour in ethics, every two years. The acronym PACE stands for "Paralegal Advanced Competency Exam." This certification offers experienced paralegals an option to validate their experience and job skills; establish credentials; and increase value to their organization and clients.

As an executive board member, I have decided to take the PACE exam not only for my own personal benefit, but also to pass along my experience to fellow PACO members who are considering the exam. I want to be able to have first hand knowledge of this unique opportunity as well as being a mentor to future "PACE-setters." This week I took the first step and registered online to take the exam on the NFPA website. I opted for self study and am waiting to receive my study materials in the mail. It has been pretty easy to do so far. I will keep you posted on my progress in future editions of *The Cimator*.

## Sustaining Members Opportunities for PACO's Holiday Social

by Catherine Hawes / President

The Holiday Social committee, in conjunction with the Public Relations committee have met and they are now raring to go, and now all we need is your support!

PACO's Annual Holiday Social will be **Thursday, December 6, 2007 from 5:30 p.m. - 7:30 p.m.** at the new offices of Lane, Alton & Horst. This year's event is sure to bring in record attendance as many members from the central Ohio legal community are looking forward to the opportunity of touring our new facilities.

Plans are still in the preliminary stages, however, we wanted to make sure you had ample time to plan for any year end sponsorship opportunities. If your organization would like to be a sponsor of this year's holiday social, please contact me at [president@pacoparalegals.org](mailto:president@pacoparalegals.org). Sponsorship opportunities are being accepted at the following levels: \$250.00, \$100.00, \$75.00, and \$50.00.

We are also accepting donations for door prizes. This year we will only offer three door prizes so would like for them to be valued between \$50 and \$150.00, as opposed to the multiple door prizes that were given away last year in the \$20 price range.

We're looking forward to bringing the calendar year to a close with an awesome party, and having another great event hosted by PACO and supported by its driving force - our sustaining members. See you soon!



# SAVE THE DATE

**November 19, 2007**

Please mark your calendar for **Monday the 19th** for our monthly **General Membership Meeting**. Topic: Survival Guide for Working Parents presented by Action for Children

12-1 p.m. at the Offices of the Columbus Bar, 175 S. Third St., 11th Floor. Free lunches from Milo's deli to the first 50 members to the meeting.

**SPEAKER INFORMATION:** Working-parent families (or families without a stay-at-home parent,) have unique dynamics. This presentation will help parents appreciate the things working parents and their families have in common, as well as identify their own personal family challenges, skills and perks. Parents will leave this presentation with personalized idea lists, positive communication skills and a rejuvenated pride in themselves and their families. Amy Armstrong has been an instructor for The Art of Positive Parenting since 1997, and the mother of three children. Amy has worked with hundreds of parents seeking enrichment to their parenting skills. She has written several parenting workshop programs for Action for Children including Talking with Children about Tragedy, Divorce, and Teens and the Media. Amy graduated from Miami University of Ohio in 1993 with a degree in Elementary Education. Prior to teaching The Art of Positive Parenting, her work experience includes ten years instructing business people on the use of computer software and networking.

**VENDOR OF THE MONTH:** Cefaratti Group is a full service litigation support company, providing services and the latest technology to legal professionals and has lead the way to fully providing all of your litigation support needs From File...to Trial.™ Headquartered in Cleveland they are dedicated to maintaining the highest quality service and products focusing on commitment and customer satisfaction. Cefaratti Group is comprised of seven divisions: Court Reporting, Investigations &

Claims, Record Retrieval, Process Service, Legal Video Production, Trial Graphics/Courtroom Presentation, Document Management, and Nationwide Scheduling. One call for all of your litigation support needs. Presenter, Robert Adelman joined Cefaratti in 2004 to help grow and oversee the Record Retrieval and Process Service divisions. Robert's background is in civil litigation having worked for the law firm of Lillie and Holderman and as trial counsel representing insureds of the Liberty Mutual Insurance Company. Understanding first hand the pressure which litigation brings to bear, Mr. Adelman has worked hard to insure that Cefaratti's clients can expect service which is both expedient and procedurally compliant.

We look forward to seeing you!

**November 27, 2007**

**PACO's Brown Bag Luncheon Series:  
HIGH NOON AT THE BAR**

Presents

"Career Building Workshop: Interviews, Resumes and More...."

Presented by Columbus Bar Placement.

**Tuesday, November 27, 2007**

12-1 p.m.

Columbus Bar Association

175 S. Third St., 11th Floor

We hope to see you there!!!

**November 29, 2007**

A PACO sustaining member, Key Evidence, invites you to a **Mixer** on **Thursday, November 29th**. (Please see invitation on page 7 for more information).

# KE

Thursday Night Mixer  
at Club 185

## Key Evidence

### Key Evidence Thursday Night Mixer at Club 185

When: Thursday, November 29, 5:30 - 7:30 p.m.

Where: Club 185  
185 E. Livingston Ave.  
Free parking across the street  
at United Methodist Church

Key Evidence cordially invites you and your co-workers to join us at Club 185 for our first Thursday Night Mixer. Kick back with complimentary cocktails and appetizers in a relaxed, casual atmosphere. It's the perfect place to make connections and reward yourself for a busy work week.

Please contact Todd Gazvoda at 614-306-5067 or [t.gazvoda@key-evidence.com](mailto:t.gazvoda@key-evidence.com) to be included on our guest list.

We look forward to seeing you there!



## Student Liaison Committee puts Capital Law School paralegal students to work

by Linden Rost / Student Liaison Coordinator

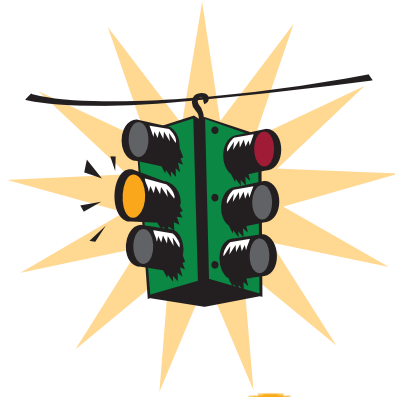
On Saturday, October 13th, many Columbus residents had their eyes and ears glued to the Ohio State Buckeyes as they played Kent State University. But not at Capital University Law School. From 1 to 3 p.m., paralegal students traded carousing for the classroom, as students participated in mock interviews for a general paralegal position. The event was conducted by assistant program director Laura Larrimer and seven volunteers from PACO and Robert Half Legal. Now that's dedication.

Paralegal students and recent graduates looking for tips on interviewing, resumes, and job searching met in 20 to 30 minute sessions with one to two interviewers. At the end of the event, the group reconvened for a question and answer session. All attendees received a "goody bag" with information on PACO and items including pens, post-its, and candy donated by our Sustaining Members. The Capital students were the first to see the unveiling of the new PACO T-shirt. Three shirts were raffled off, along with three ceramic latte mugs donated by Robert Half Legal.

I would like to extend a heartfelt thank you to the following: Laura Larrimer and the Capital paralegal program and students; Tiffany Lambert and Katherine Johnson of Robert Half Legal; and committee members Stephanie Suriano, Melinda Small, Catherine Hawes and Kristin Gordon.



Franklin County Municipal Court Judicial candidates pose for a quick photo op before discussing their platforms at the October General Membership meeting.



**"PACO" BYLAWS ARE**



**STAY TUNED FOR YOUR CHANCE TO VOTE!**



# BYLAW

## Committee Report

### Committee Meeting Updates:

Bylaw committee's next meeting is scheduled for Wednesday, October 10, 2007, from noon until 1:00 pm at the Spaghetti Warehouse.

### Committee Goals:

This committee should have all redlined material turned into the Chairperson by October 31. A November meeting is planned for discussion of proposed changes. This committee will utilize chat room discussions advertised via list serve to vote on various sections of the code of regulations beginning January 2008 and concluding by March 2008.

### New Business:

Tentative - April 2008 General meeting, present the general members with a revised redline form of the Code of Regulations.

### Old Business:

Work completed by prior year committee members has not fallen by the way side. The Chairperson is awaiting comments from board members and will coordinate redlines submitted from prior year committee with current year committee feedback.

# 1st VP

## Report

### Pro Bono Committee:

Continued discussion regarding the 25 firefighters who still need wills and coordinating upcoming wills projects. Discussion regarding pro-bono liaison work and time for committee members to share progress/problems in making contact with organizations that may be able to utilize our help. Start definitive list for those who are contacts.

Continued discussion regarding the lecture from Judith McInturff on Bankruptcy Law.

Discuss new projects this committee would like to take part in.

Committee chair has been forwarding Capital Law School paralegal students and faculty who are interested in joining committee.

### Job Bank Committee:

9 new ads: CBA, (3) Major Legal Services, Ray and Barney Group, John H. Bates, Albers and Albers, The Law Office of Eric J. Allen, Ltd., Red Roof Inn  
Contact was made with Bridgett regarding a Capital Law School Paralegal Program employee interested in joining her committee. Email was sent to Bridgett asking that she should think about using this individual to aid her in keeping the PACO job bank line up to date.

Bridgett has been in contact with her and thought this was a wonderful idea to do.

### Website Committee:

Continued work on completing Web site for the launch in December.

### CLE / Program Committee:

Continued work with the remaining 2007 General Membership Meeting dates/topics and Brown Bag dates/topics.

### Elections Committee:

Appointment of new Chair interested in this committee.

### Topics of Interest:

- Participation of Board and Committee Chairs at GM and BB meetings.
- Participation on the Holiday Committee and Paralegal Day Committee.
- Formation of PR committee.

## STUDENT LIAISON

### *Committee Report*

*October 27 Board Meeting*

#### Committee Meeting Updates:

The committee is going to Capital University on Saturday, October 13th for mock interviews with students. Student liaison committee members and Robert Half Legal will be conducting the event.

#### Committee Goals:

Promote student activity and involvement. We will coordinate dates for Fall visits to Columbus State Community College and the Academy of Court Reporting. We also are revamping the scholarship by Winter.

#### New Business:

T-shirts are ordered. Invoice will be provided tonight to Treasurer to remit payment. Sample T-shirt will be at the meeting for you to view.

IKON has donated folders for our student packets. These will be used at student visits, job fairs, and other events used to recruit students and will include a PACO calendar of events, information on joining PACO and committees, and scholarship information.

Academy of Court Reporting is having a Free Job Fair on Thursday, October 18th. It is from 10:00am to 6:00pm, so if we can coordinate with them to allow us to come in for a couple hours, I will be polling my committee to see if anyone is available.

#### Old Business:

None.

## MEMBERSHIP

### *Committee Report*

#### Committee Meeting Updates:

*Correction to September 2007 Statistics – September's General*

Membership Statistics should have been as follows:

Paralegal Voting	197
Paralegal Non-Voting	41
Paralegal Student	35
No Voting Status	3

Total PACO General Members = 276

The Paralegal Student members were inadvertently included in the Paralegal Non-Voting category, and the pending applications for new student members were inadvertently included in the Paralegal Student category.

There were six new members pending Board approval at the 09/11/2007 meeting, and there were 111 members who had not renewed their memberships for 2007 – 2008, as of 09/11/2007.

#### General Membership Statistics – October 2007:

Paralegal Voting	203
Paralegal Non-Voting	46
Paralegal Student	42
No Voting Status	5

Total PACO General Members = 296

Members Pending Board Vote (not included in the totals above): 13

#### Committee Goals:

- New Member Packet
- Renewal of Sustaining Memberships (Rolling renewal schedule)
- Graduation cards for student members, if graduation date is known
- Consistent Maintenance of Sustaining Member List/ Contact Information

*(continued on page 11)*

## New Business:

### New Sustaining Member(s)

- Anderson Reporting Services, Inc. (Joined in August 2007)
- Company Type: Legal Support
- Location: Columbus, OH
- Services Offered: Court reporting, deposition reporting, video depositions, internet depositions, transcription services, litigation support, LiveNote, RealLegal, video synching & digitization, video conferencing, video depositions, video streaming, “day-in-the-life” videos, courtroom video playback
- Website: <http://www.andersonreporting.com>

### New Member Applications – Paralegal Voting

- Candace L. Horton  
Employer: Kennedy Reeve & Knoll  
Title: Paralegal  
Graduate of: Capital University Law School, February 2007  
Area of Law: Labor/employment, ADA
- Debbie A. Sekerak  
Employer: Wiles, Boyle, Burkholder & Bringardner Co., LPA  
Title: Paralegal  
Graduate of: Capital University Law School, February 2007  
Area of Law: Real estate, general corporate
- Emilie C. Evilsizor  
Employer: Golian McCaffrey, LLC  
Title: Paralegal  
Graduate of: Capital University Law School, August 2006  
Area of Law: Insurance defense
- Emily R. Trego  
Employer: Century Insurance Group  
Title: Legal Assistant  
Graduate of: Columbus State Community College, December 2005  
Area of Law: Insurance – corporate
- Lisa A. Halverson  
Employer: Golian McCaffrey, LLC  
Title: Paralegal  
Graduate of: Ohio University & Kent State University, 2005  
Area of Law: Insurance, transportation

- Marcia R. Hoedt  
Employer: JPMorgan Chase & Co.  
Title: Paralegal  
Graduate of: Capital University Law School, August 2003  
Area of Law: Investment management
- Rhonda L. Williams  
Employer: Barrett, Easterday, Cunningham & Eselgroth LLP  
Title: OSBA Certified Paralegal/Office Manager  
Graduate of: Edison State Community College, May 2001  
Area of Law: Estate planning, probate, litigation, real estate, business organizations  
PACO Committee(s): None specified
- Jennifer M. Daniels  
Employer: Golian McCaffrey, LLC  
Title: Paralegal  
Graduate of: Ohio University, 2003  
Area of Law: Litigation  
PACO Committee(s): None specified

### New Member Applications – Paralegal Non-Voting

### New Member Applications – Paralegal Student

- Diane Clinard Jordan  
Employer: Columbus Law Library Association  
Title: Assistant  
Student at: Capital University Law School  
Anticipated Graduation Date: August 2008
- Jonathan R. Striker  
Employer: Ernst & Young LLP  
Title: Client Support Specialist  
Student at: Capital University Law School  
Anticipated Graduation Date: July 2008

## Old Business:

Non-renewing member letters

# Executive Board Meeting Minutes

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*For June 12, 2007*

**Editor's Note:** *Please see full reports for committees in this publication.*

## EXECUTIVE BOARD MEETING MINUTES

Paralegal Association of Central Ohio

October 9, 2007

The Board meeting was called to order by President, Catherine Hawes at 5:38 PM at the offices of Lane, Alton & Horst, LLC. Board members present were Tom Bailey, Kristin Gordon, Trina Hayes, Barry Kiser, Karen Pierson, Melinda Small, Michelle Stickel and Andrea Turner. Linden Rost was unable to attend.

### New Business:

There was no New Business.

### Old Business:

- Catherine gave an update on the Holiday Social;
  - o Still working on the entertainment portion;
  - o Karen has some contacts for caterers;
  - o Will need help with decorating.
- The NFPA Convention will be held October 18-21, 2007 in Tampa. Trina and Karen will be attending.
- The President's Lunch will be held Thursday, October 25, 2007 at the CBA.

### Board Reports:

1. First VP Report – Michelle Stickel
2. Second VP Report – Melinda Small
3. Statewide Report – Barry Kiser
4. Publication Report – Kristin Gordon
5. Treasurer's Report – Tom Bailey
6. Secretary's Report – Trina Hayes
7. Student Liaison Coordinator – Linden Rost
8. Public Relations Report – Karen Pierson.

Motion by Trina and 2nd by Karen to adjourn; the meeting adjourned at approximately 6:37 PM. The next meeting is scheduled for Tuesday, November 13, 5:30 p.m. at the offices of Lane Alton and Horst, LLC.